

JACKSON FEDERAL BUILDING
GENERAL SERVICES ADMINISTRATION
KEY CARD REQUEST FORM

DATE CARD ISSUED: _____ PERSON TO CONTACT WHEN READY:
CARD NUMBER: _____ NAME: _____
EMPLOYEE NAME: _____ PHONE: _____
LAST FIRST OFFICE PHONE: _____
CLIENT
AGENCY: _____ BUILDING: _____ ROOM NO: _____

Access Requirements: (Building and Door) (Please Check Appropriate Box)

- ☐ 1st Floor Parking Garage Entry
☐ 1st and 2nd Avenue, after hours, weekend and holiday entry
☐ Other (Please write in) _____

Reason for Access: _____

Period of Issuance: (Check One) ☐ Temporary (From _____ To _____)
☐ Indefinite

Client Agency Director Approval: _____ Date: _____

GSA Building Manager: _____ Date: _____

INSTRUCTIONS FOR USE:

1. Place card in reader firmly against bottom of track and pull right to left quickly through reader. If done correctly, a green light will show.
2. If access is attempted through a non-authorized door, a red light will show. See your supervisor for changes.
3. If you lose or break your card, report it immediately to GSA at 220-5055.
4. **DO NOT** loan your card out; this defeats the security system and you will be held accountable for the card and its use.

"PLEASE FAX THIS FORM TO 220-5025"